



TITLE:
Spending Authority Policy
ADOPTED BY BOARD OF HARBOR COMMISSIONERS:
January 13, 2020
EFFECTIVE DATE:
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
SUPERSESION:
This policy supersedes Administrative Policy # 402.2 adopted February 27, 2017.
PURPOSE:
To set policy for monetary and approval limits of authority for the procurement of goods and services by the CEO & Port Director.
POLICY:
<p>It shall be the policy of the Board of Harbor Commissioners that all District purchases of services, supplies, materials and equipment shall be done in accordance, and comply with, California State Government Code Section 54201 et. seq. governing expenditures of public funds.</p> <p>Any purchases not previously identified or consistent with the District's approved annual Operating and Capital Plan budgets shall have prior approval by the Board of Harbor Commissioners, except as allowed within the CEO's grant of authority as follows;</p> <ol style="list-style-type: none">1. For any <u>purchases not exceeding \$50,000</u> in the aggregate per vendor per fiscal year, the CEO & Port Director is authorized to approve purchases of services, supplies, materials or equipment subject to terms and conditions that are reviewed by the District's Legal Counsel, if such review is deemed prudent and necessary by the CEO & Port Director.2. For any <u>purchases exceeding \$50,000</u> in the aggregate per vendor per fiscal year, the Board of Harbor Commissioners pre-approval is required. The CEO & Port Director is authorized to approve an additional 10% or \$10,000 whichever is smaller on any contracts or agreements approved by the Board of Harbor Commissioners. The proposed purchases of services, supplies, materials or equipment subject to terms and conditions reviewed by the District's Legal Counsel, if deemed prudent and necessary.3. In the event of an Emergency (See definitions, pg. 2), the CEO & Port Director is authorized to approve emergency purchases up to a maximum of \$75,000 per vendor. All Emergency purchases must be reported separately at the next available board meeting of the Board of Harbor Commissioners for ratification. The proposed purchase of services,

supplies, materials or equipment subject to terms and conditions reviewed by the District's Legal Counsel, if deemed prudent and necessary.

4. The value of a Board-approved, multi-year contract exceeding \$50,000 in value does not count toward the calculation of aggregate amounts under subparagraphs (1) or (2).

RELATED POLICIES:

Policy 400.1 - Procurement Policy

DEFINITIONS:

EMERGENCIES: Public contract code section 1102 defines an emergency "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property or essential public services.